

**Clinical Nurse Manager 2 (Resuscitation Officer – Sepsis & Early Warning Score)**

**Job Specification & Terms and Conditions**

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| **Job Title, Grade Code** | **Clinical Nurse Manager 2 (Resuscitation, Sepsis and Deteriorating Patients)**  *(Grade Code 2119)* |
| **Campaign Reference** | 09MUH2024 |
| **ECC Reference** | M2898 |
| **Closing Date** | 12 noon Wednesday 4th September 2024 |
| **Proposed Interview Date (s)** | Proposed interview dates will be indicated at a later stage. Please note you may be called forward for interview at short notice**.** |
| **Link to Application Form** | <https://www.rezoomo.com/job/67518/> |
| **Taking up Appointment** | A start date will be indicated at job offer stage. |
| **Location of Post** | Mayo University Hospital  There is currently one permanent whole-time vacancy available.  A panel may be formed as a result of this campaign for **Mayo University Hospital,** from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled. |
| **Informal Enquiries** | **Name & Job Title:** Eilish Kelly Assistant Director of Nursing  **Email:** [eilish.kelly@hse.ie](mailto:eilish.kelly@hse.ie)  **Tel:** 094 9042382 |
| **Details of Service** | The Saolta University Health Care Group provides acute and specialist hospital services to the West and North West of Ireland – counties Galway, Mayo, Roscommon, Sligo, Leitrim, Donegal and adjoining counties.  The Group comprises 7 hospitals across 8 sites:   * [Letterkenny University Hospital (LUH)](https://saolta.ie/hospital/letterkenny-university-hospital) * [Mayo University Hospital (MUH)](https://saolta.ie/hospital/mayo-university-hospital) * [Portiuncula University Hospital (PUH)](https://saolta.ie/hospital/portiuncula-university-hospital) * [Roscommon University Hospital (RUH)](https://saolta.ie/hospital/Roscommon%20University%20Hospital) * [Sligo University Hospital (SUH)](https://saolta.ie/hospital/sligo-university-hospital) incorporating Our Lady’s Hospital Manorhamilton (OLHM) * Galway University Hospitals (GUH) incorporating [University Hospital Galway (UHG)](https://saolta.ie/hospital/university-hospital-galway) and Merlin Park University Hospital   The Group's Academic Partner is NUI Galway.  The Saolta Group’s region covers one third of the land mass of Ireland, it provides health care to a population of 830,000, employs 12,700 staff (January 2023), and has a budget of €1 Billion  The Group provides a range of high quality services for the catchment areas it serves and GUH is a designated supra-regional cancer service provider meeting the needs of all the counties along Western seaboard and towards the midlands from Donegal to North Tipperary.    **Vision**  Our vision is to be a leading academic Hospital Group providing excellent integrated patient-centred care delivered by skilled caring staff.  **Saolta Guiding Principles**  Care - Compassion - Trust - Learning  Our guiding principles are to work in partnership with patients and other healthcare providers across the continuum of care to:   * Deliver high quality, safe, timely and equitable patient care by developing and ensuring sustainable clinical services to meet the needs of our population. * Deliver integrated services across the Saolta Group Hospitals, with clear lines of responsibility, accountability and authority, whilst maintaining individual hospital site integrity. * Continue to develop and improve our clinical services supported by education, research and innovation, in partnership with NUI Galway and other academic partners. * Recruit, retain and develop highly-skilled multidisciplinary teams through support, engagement and empowerment. |
| **Mission Statement** | Patients are at the heart of everything we do. Our Mission is to provide high quality and equitable services for all by delivering care based on excellence in clinical practice, teaching, and research, grounded in kindness, compassion and respect, whilst developing our staff and becoming a model employer.  **OUR GUIDING VALUES**  **Respect** - We are an organisation where privacy, dignity, and individual needs are respected, where staff are valued, supported and involved in decision-making, and where diversity is celebrated, recognising that working in a respectful environment will enable us to achieve more.  **Compassion** - we treat patients and family members with dignity, sensitivity and empathy.  **Kindness** - whilst we develop our organisation as a business, we will remember it is a service, and treat our patients and each other with kindness and humanity.  **Quality** – we seek continuous quality improvement in all we do, through creativity, innovation, education and research.  **Learning** - we nurture and encourage lifelong learning and continuous improvement, attracting, developing and retaining high quality staff, enabling them to fulfil their potential.  **Integrity** - through our governance arrangements and our value system, we will ensure all of our services are transparent, trustworthy and reliable and delivered to the highest ethical standards, taking responsibility and accountability for our actions.  **Team working** – we engage and empower our staff, sharing best practice and strengthening relationships with our partners and patients to achieve our Mission.  **Communication** - we communicate with patients, the public, our staff and stakeholders, empowering them to actively participate in all aspects of the service, encouraging inclusiveness, openness, and accountability.  *These Values shape our strategy to create an organisational culture and ethos to deliver high quality and safe services for all we serve and that staff are rightly proud of.* |
| **Reporting Relationship** | Report operationally to CNM3 Unscheduled Care |
| **Purpose of the Post** | The post of CNM 2 has a pivotal role in service planning, co-ordinating, and managing activity and resources within the clinical area. The main responsibilities are: quality assurance, resource management, staffing and staff development, practice development, facilitating communication and professional / clinical leadership. |
| **Principal Duties and Responsibilities** | * The person holding this post is required to support the principle that the care of the patient comes first at all times and will approach their work with the flexibility and enthusiasm necessary to make this principle a reality for every patient to the greatest possible degree. * Maintain throughout the hospital awareness of the primacy of the patient in relation to all hospital activities. * Performance management systems are part of role and you will be required to participate in the Groups performance management programme. * Clinical Nurse Manager 2 (Resuscitation Officer – Sepsis & Early Warning Score) will have a pivotal role in the education and support of all grades of staff in Mayo University Hospital in the implementation of the Sepsis/EWS Guidelines. The post holder will act as a liaison between Nursing and Medical Staff to deliver effective evidence based care, using resources efficiently to achieve the best possible outcomes   **Professional/Clinical**  **Clinical Nurse Manager 2 (Resuscitation, Sepsis and Deteriorating Patients) will:**   * Manage patient care to ensure the highest professional standards using an evidence based approach. * Provide a high level of professional and clinical leadership. * Be responsible for the co-ordination, assessment, planning, delivery and review of service user care by all staff in designated area(s). * To be responsible for the planning, organisation and implementation of training of Basic and Advanced Resuscitation for all appropriate personnel within the area. This will include Healthcare Professionals, Allied Healthcare Professionals and Non-Healthcare Professionals within Mayo University Hospital * The Resuscitation Training Officer will assist in promoting the importance of resuscitation throughout the hospital, and ensuring that staff are competent and up to date in their resuscitation skills. He/She will be expected to liaise with local and regional resuscitation committees. * Provide safe, comprehensive nursing care to service users according to the Code of Professional Conduct as laid down by Bord Altranais agus Cnáimhseachais na hÉireann (Nursing Midwifery Board Ireland) and Professional Clinical Guidelines * Practice nursing according to: * Professional Clinical Guidelines * National and Area Health Service Executive (HSE) guidelines. * Local policies, protocols and guidelines * Current legislation * Manage own caseload in accordance with the needs of the post. * Participate in teams / meetings / committees as appropriate, communicating and working in co-operation with other team members. * Facilitate co-ordination, co-operation and liaison across healthcare teams and programmes. * Collaborate with service users, family, carers and other staff in the provision of support and advice. * Communicate verbally and / or in writing results of assessments, treatment / care programmes and recommendations to the team and relevant others in accordance with service policy. * Ensure that service users and others are treated with dignity and respect. * Maintain nursing records in accordance with local service and professional standards. * Adhere to and contribute to the development and maintenance of nursing standards, protocols and guidelines consistent with the highest standards of patient care. * Evaluate and manage the implementation of best practice policy and procedures e.g. control and usage of stocks and equipment, grievance and disciplinary procedures. * Maintain professional standards in relation to confidentiality, ethics and legislation. * In consultation with other disciplines, implement and assess quality management programmes. * Participate in clinical audit as required. * Initiate and participate in research studies as appropriate. * Devise and implement Health Promotion Programmes for service users as relevant to the post. * Operate within the scope of practice - seek advice and assistance from his / her manager with any cases or issues that prove to be beyond the scope of his / her professional competence in line with principles of best practice and clinical governance. * Attend cardiac arrests within the hospital when on duty and perform as an expert practitioner, demonstrating advanced clinical competence and knowledge. * Provide clinical training and support to members of the resuscitation team. * Ensure cardiac arrests are run according to International and National Guidelines through training, supervision and audit. * Monitor the overall effectiveness of the cardiac arrest team. * Ensure adequate feedback to staff participating in resuscitation and disseminate relevant information to other teams and staff as necessary. * Provide clinical training in EWS & Sepsis in line with National Guidelines. * Lead the reviewing and updating of Resuscitation, EWS & Sepsis policies keeping them in line with present International best practice and ethical practice guidelines. * Lead the conducting of clinical audit on all cardiac arrests. * Identifying and notification of any risk management issues that may arise relating to resuscitation procedures or equipment. * Standardise clinical resuscitation trolleys and equipment taking cognisance of individual speciality requirements e.g neonates, paediatrics and adults in so far as possible. * Liaise with the Clinical Engineering Department, to ensure clinical devices on the resuscitation trolleys are maintained in working order. * Provides information and any recommendations for changes in practice, to the Director of Nursing & Midwifery, on a regular basis. * Continually update the NEWS/Sepsis Committee & Resuscitation Committee of the developments relating to role and function. * Maintain awareness of resuscitation, EWS & Sepsis developments both nationally and internationally and participates in training at a national level where possible * Serve on such working committees as deemed appropriate to the role. * Provide a high level of professional and clinical leadership. * Practice in accordance with all current statutory provisions and professional regulatory requirements related to professional membership. (NMBI) * Network with other Resuscitation Officers and maintain membership of those professional groups relevant to the speciality. * Analyse clinical information relevant to resuscitation and be able to make treatment decisions based on the information, allowing him/her to provide guidance to clinical colleagues during a cardiac arrest. * Provide safe, comprehensive nursing care to service users within the guidelines laid out by An Bord Altranais. * Practice nursing according to Professional Clinical Guidelines   **Health & Safety**  **Clinical Nurse Manager 2 (Resuscitation, Sepsis and Deteriorating Patients) will:**   * Ensure that effective safety procedures are developed and managed to comply with statutory obligations, in conjunction with relevant staff e.g. health and safety procedures, emergency procedures. * Observe, report and take appropriate action on any matter which may be detrimental to staff and/or service user care or well-being / may be inhibiting the efficient provision of care. * Assist in observing and ensuring implementation and adherence to established policies and procedures e.g. health and safety, infection control, storage and use of controlled drugs etc. * Ensure completion of incident / near miss forms / clinical risk reporting. * Adhere to department policies in relation to the care and safety of any equipment supplied for the fulfilment of duty. * Liaise with other relevant staff * Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc and comply with associated HSE protocols for implementing and maintaining these standards. * Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.   **Education and Training**  **Clinical Nurse Manager 2 (Resuscitation, Sepsis and Deteriorating Patients) will:**   * Be responsible for coordinating and providing basic and advanced life support training for all hospital staff in accordance with National and International guidelines * Collate training and resuscitation records for the National Irish Heart Foundation database. * Be responsible for maintaining the hospital status as an accredited resuscitation Training Site as required by the Irish Heart Foundation * Participate in the identification, development and delivery of induction, education, training and development programmes for nursing and non-nursing staff, NCHD’s and consultants * Participates as a member of the hospital resuscitation committee, playing a pivotal role in the planning, implementing and evaluation of all aspects of resuscitation * Supervise and assess nurses and doctors and foster a conducive clinical learning environment * Be familiar with the curriculum training programme for student nurses and be aware of the clinical experience required to meet the needs of the programme. * Engage in performance review processes including personal development planning as appropriate. * Engage in continuing professional development by keeping up to date with, education and practice and to attend staff study days as considered appropriate. * Advise on the purchase of resuscitation equipment, literature and training aids if required * Assist or participate in new projects relating to Sepsis recognition and management * Participate in the review of all policies and procedures pertaining to resuscitation, EWS & Sepsis * Maintain and develop personal practice standards and keep abreast of progress in the field of Sepsis * Provide staff leadership and motivation which is conducive to good working relations and work performance.   **Management**  **Clinical Nurse Manager 2 (Resuscitation Officer – Sepsis & Early Warning Score) will:**   * To review the performance of all staff who report to him/her and to arrange any training or personnel development programmes for these staff as necessary. * Ensure that appropriate training records are maintained * To participate in the development of staff orientation programmes * To maintain accurate training records and clinical audits for life support training/updating and to furnish the Resuscitation Committee with progress on training targets * Be responsible for the cleaning, maintenance and storage of all equipment and drugs used for resuscitation training * To advise hospital personnel on the use of and maintenance of resuscitation equipment * Be familiar with the assembly of emergency equipment e.g. airways, adjuncts, defibrillators, suction machines etc * To advise on the purchase of resuscitation equipment, literature and training aids * To initiate and participate in the review and standardisation of protocols, resuscitation equipment and emergency trolley layout. * Work with, support, advise and help build up the knowledge and expertise of the other healthcare professionals involved in providing care for patients with a Sepsis diagnosis through regular formal and informal education. * Represent the service at local, national and international meetings as required * Ensure compliance with legal requirements, policies and procedures affecting service users, staff and other hospital matters. * Reviews the organisation plan and establishment level of the service for which he/she is responsible to ensure that objectives are being achieved. * Promote a culture that values diversity and respect in the workplace * Provide staff leadership and motivation which is conducive to good working relations and work performance. * Promote a culture that values diversity and respect in the workplace. * Formulate, implement and evaluate service plans and budgets in co-operation with the wider healthcare team. * Manage all resources efficiently and effectively within agreed budget. * Lead on practice development within the clinical area. * Lead and implement change. * Promote, facilitate and participate in the development of nursing policies and procedures. Monitor as appropriate and lead on proactive improvement. * Contribute to the formulation, development and implementation of policies and procedures at area and hospital level. * Ensure compliance with legal requirements, policies and procedures affecting service users, staff and other hospital matters. * Manage and promote liaisons with internal / external bodies as appropriate e.g. intra-hospital service and the community. * Actively participate in the Nursing Management structure by ‘acting up’ when required. * Maintain all necessary clinical and administrative records and reporting arrangements. * Engage in IT developments as they apply to service user and service administration.   **Audit and Research**   * To undertake a review of each cardiac arrest and its outcome, in association with nursing and medical staff, and to provide information on a regular basis to the Director of Nursing and Midwifery and Resuscitation Committee of areas which require development * All data recorded at a cardiac arrest is collected by the R.T.O. and analysed to determine if best practice is carried out as taught. * To evaluate all resuscitation procedures, techniques and equipment in conjunction with the Resuscitation Committee and others as appropriate.   The Resuscitation Training Officer is encouraged to actively participate in research, evaluations of procedures, protocols or equipment as opportunities present  **KPI’s**   * The identification and development of Key Performance Indicators (KPIs) which are congruent with the Hospital’s service plan targets, and that of the Acute Medicine and Emergency Medicine Programmes. * The development of Action Plans to address KPI targets. * Driving and promoting a Performance Management culture. * In conjunction with line manager assist in the development of a Performance Management system for your profession. * The management and delivery of KPIs as a routine and core business objective.   **PLEASE NOTE THE FOLLOWING GENERAL CONDITIONS:**   * Employees must attend fire lectures annually and must observe fire orders. * All accidents within the Department must be reported immediately. * Infection Control Policies must be adhered to. * In line with the Safety, Health and Welfare at Work Acts 2005 and 2010 all staff must comply with all safety regulations and audits. * In line with the Public Health (Tobacco) (Amendment) Act 2004, smoking within the Hospital Buildings is not permitted. * Hospital uniform code must be adhered to. * Provide information that meets the need of Senior Management. * To support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service. * As a mandated person under the Children First Act 2015 you will have a legal obligation to report child protection concerns at or above a defined threshold to TUSLA & to assist Tusla, if requested, in assessing a concern which has been the subject of a mandated report. * As this post is one of those designated under the Protection for Persons Reporting Child Abuse Act 1998, appointment to this post appoints one as a Designated Officer in accordance with Section 2 of the Act. You will remain a Designated Officer for the duration of your appointment to your current post or for the duration of your appointment to such other post as is included in the categories specified in the Ministerial Direction. You will receive full information on your responsibilities under the Act on appointment.   **Risk Management, Infection Control, Hygiene Services and Health & Safety**   * The management of Risk, Infection Control, Hygiene Services and Health & Safety is the responsibility of everyone and will be achieved within a progressive, honest and open environment. * The post holder must be familiar with the necessary education, training and support to enable them to meet this responsibility. * The post holder has a duty to familiarise themselves with the relevant Organisational Policies, Procedures & Standards and attend training as appropriate in the following areas:   o Continuous Quality Improvement Initiatives  o Document Control Information Management Systems  o Risk Management Strategy and Policies  o Hygiene Related Policies, Procedures and Standards  o Decontamination Code of Practice  o Infection Control Policies  o Safety Statement, Health & Safety Policies and Fire Procedure  o Data Protection and confidentiality Policies   * The post holder is responsible for ensuring that they become familiar with the requirements stated within the Risk Management Strategy and that they comply with the Group’s Risk Management Incident/Near miss reporting Policies and Procedures. * The post holder is responsible for ensuring that they comply with hygiene services requirements in your area of responsibility. Hygiene Services incorporates environment and facilities, hand hygiene, catering, cleaning, the management of laundry, waste, sharps and equipment. * The post holder must foster and support a quality improvement culture through-out your area of responsibility in relation to hygiene services. * The post holders’ responsibility for Quality & Risk Management, Hygiene Services and Health & Safety will be clarified to you in the induction process and by your line manager. * The post holder must take reasonable care for his or her own actions and the effect that these may have upon the safety of others. * The post holder must cooperate with management, attend Health & Safety related training and not undertake any task for which they have not been authorised and adequately trained. * The post holder is required to bring to the attention of a responsible person any perceived shortcoming in our safety arrangements or any defects in work equipment. * It is the post holder’s responsibility to be aware of and comply with the HSE Health Care Records Management/Integrated Discharge Planning (HCRM / IDP) Code of Practice. * To create a more sustainable, low carbon and efficient health service.   **The above Job Specification is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office.** |
| **Eligibility Criteria**  **Qualifications and/ or experience** | 1. **Professional Qualifications, Experience, etc**   (a)Eligible applicants will be those who on the closing date for the competition:  I. Be registered, or be eligible for registration in the General Nurse Division of the Register of Nurses and Midwives maintained by the Nursing & Midwifery Board of Ireland (Bord Altranais agus Cnáimhseachais na hÉireann).  **And**  II. Have at least 5 years post registration experience (or an aggregate of 5 years’ experience) of which 2 years must be in the speciality or related area of resuscitation, sepsis and deterioratingpatient management  **And**  III. Demonstrate evidence of continuing professional development at the appropriate level.  **And**  (b) Candidates must possess the requisite knowledge and ability including a high standard of suitability and clinical, managerial and administrative capacity, knowledge and ability for the proper discharge of the office.   1. **Annual Registration** (i) On appointment, practitioners must maintain live annual registration on the relevant division of the Register of Nurses and Midwives maintained by the Nursing and Midwifery Board of Ireland (Bord Altranais ague Cnáimhseachais na hÉireann)   **And**   (ii). Confirm annual registration with NMBI to the HSE by way of the annual Patient Safety Assurance Certificate (PSAC).  **Health**  A candidate for and any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.  **Character**  Each candidate for and any person holding the office must be of good character. |
| **Post Specific Requirements** | 1. Demonstrate depth and breadth of experience in the area of ICU, CCU, ED or related area as relevant to the role. 2. Demonstrate depth and breadth of frontline experience in Cardio Pulmonary Resuscitation as relevant to the role. 3. (a)-Must have successfully completed the Basic Life Support Instructor Course and an Advanced Cardiac Life Support (ACLS) Instructors/Provider Course affiliated to the Irish Heart Foundation. If in possession of an ACLS Provider Certification, the successful candidate must commit to completing an Advanced Cardiac Life Support (ACLS) Instructors Course within six months of taking up post.   or  (b)-Must have successfully completed an equivalent Basic Life Support (BLS) Instructor Course and an equivalent Advanced Cardiac Life Support (ACLS) Instructor/Provider or an Advanced Life Support (ALS) Instructor/ Provider course and must be willing to convert all said certification to the level of instructor certification affiliated to the Irish Heart Foundation within six months of taking up post. |
| **Other requirements specific to the post** | Advanced Paediatric Life Support (APLS)/ Paediatric Advanced Life Support (PALS) provider certification is desirable |
| **Skills, competencies and/or knowledge** | **Professional Knowledge & Experience**  *For example:*   * Demonstrate depth and breadth of experience in demonstration and practical teaching in the clinical area as relevant to the role. * Demonstrate an awareness of current and emerging nursing strategies and policy in relation to the clinical / designated area. * Demonstrate the ability to relate nursing research to nursing practice. * Demonstrate an awareness of HR policies and procedures including disciplinary procedures. * Demonstrate an awareness of relevant legislation and policy e.g., health and safety, infection control etc. * Demonstrate a commitment to continuing professional development. * Demonstrate a willingness to develop IT skills relevant to the role.   **Organisation and Management Skills**  *For example:*   * Demonstrate the ability to plan and organise effectively. * Demonstrate the ability to manage deadlines and effectively handle multiple tasks. * Demonstrate an awareness of resource management and the importance of value for money. * Demonstrates flexibility and adaptability in their approach to work   **Building and Maintaining Relationships *(including Team Skills and Leadership Potential)***  *For example:*   * Demonstrate the ability to work on own initiative as well as part of a team * Adopts a collaborative approach to patient care by co-ordination of care / interventions and interdisciplinary team working. * Demonstrate strong interpersonal skills including the ability to build and maintain relationships. Fosters good professional work relationships between colleagues * Demonstrates the ability to lead on clinical practice   **Commitment to providing a Quality Service**  *For example:*   * Demonstrates a strong commitment to the delivery of quality service. * Display awareness and appreciation of the service user and the ability to empathise with and treat others with dignity and respect. * Demonstrates integrity and ethical stance. * Demonstrate motivation, initiative and an innovative approach to job and service developments, is flexible and open to change.   **Analysis, Problem Solving and Decision-Making Skills**  *For example:*   * Demonstrates evidence-based decision-making, using sound analytical and problem-solving ability. * Shows sound professional judgement in decision-making. * Takes an overview of complex problems before generating solutions; anticipates implications / consequences of different solutions. * Uses a range of information sources and knows how to access relevant information to address issues. * Demonstrate resilience and composure in dealing with situations.   **Communication Skills**  *For example:*   * Demonstrate strong communication skills - presents written information in a concise, accurate and structured manner. * Demonstrates the ability to influence others effectively. * Anticipates and recognises the emotional reactions of others when delivering sensitive messages. |
| **Campaign Specific Selection Process**  **Ranking/Shortlisting / Interview** | A ranking and or shortlisting exercise may be carried out on the basis of information supplied in your application form. The criteria for ranking and or shortlisting are based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and/or knowledge section of this job specification. Therefore it is very important that you think about your experience in light of those requirements.  Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process.  Those successful at the ranking stage of this process (where applied) will be placed on an order of merit and will be called to interview in ‘bands’ depending on the service needs of the organisation. |
| **Diversity, Equality and Inclusion** | The HSE is an equal opportunities employer.  Employees of the HSE bring a range of skills, talents, diverse thinking and experience to the organisation. The HSE believes passionately that employing a diverse workforce is central to its success – we aim to develop the workforce of the HSE so that it reflects the diversity of HSE service users and to strengthen it through accommodating and valuing different perspectives. Ultimately this will result in improved service user and employee experience.  The HSE is committed to creating a positive working environment whereby all employees inclusive of age, civil status, disability, ethnicity and race, family status, gender, membership of the Traveller community, religion and sexual orientation are respected, valued and can reach their full potential. The HSE aims to achieve this through development of an organisational culture where injustice, bias and discrimination are not tolerated.  The HSE welcomes people with diverse backgrounds and offers a range of supports and resources to staff, such as those who require a reasonable accommodation at work because of a disability or long term health condition.  For further information on the HSE commitment to Diversity, Equality and Inclusion, please visit the Diversity, Equality and Inclusion web page at <https://www.hse.ie/eng/staff/resources/diversity/> |
| **Code of Practice** | The Health Service Executive will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA). The Code of Practice sets out how the core principles of probity, merit, equity and fairness might be applied on a principle basis. The Code also specifies the responsibilities placed on candidates, facilities for feedback to applicants on matters relating to their application when requested, and outlines procedures in relation to requests for a review of the recruitment and selection process and review in relation to allegations of a breach of the Code of Practice. Additional information on the HSE’s review process is available in the document posted with each vacancy entitled “Code of Practice, Information for Candidates”.  Codes of practice are published by the CPSA and are available on <https://www.hse.ie/eng/staff/jobs> in the document posted with each vacancy entitled “Code of Practice, Information for Candidates” or on <https://www.cpsa.ie/>. |
| The reform programme outlined for the Health Services may impact on this role and as structures change the Job Specification may be reviewed.  This Job Specification is a guide to the general range of duties assigned to the post holder. It is intended to be neither definitive nor restrictive and is subject to periodic review with the employee concerned. | |

**Clinical Nurse Manager 2**

**Terms and Conditions of Employment**

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| **Tenure** | The current vacancy available is **permanent** and **whole time.**  The post is pensionable. A panel may be created from which permanent and specified purpose vacancies of full or part time duration may be filled. The tenure of these posts will be indicated at “expression of interest” stage.  Appointment as an employee of the Health Service Executive is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointments) Act 2004 and Public Service Management (Recruitment and Appointments) Amendment Act 2013. |
| **Remuneration** | The Salary scale for the post as of 01/06/2024 is:  **€**59,070 €60,049 €60,876 €62,227 €63,720 €65,185 €66,651 €68,301€69,834 €72,469 **€74,643 LSI**  New appointees to any grade start at the minimum point of the scale. Incremental credit will be applied for recognised relevant service in Ireland and abroad (Department of Health Circular 2/2011). Incremental credit is normally granted on appointment, in respect of previous experience in the Civil Service, Local Authorities, Health Service and other Public Service Bodies and Statutory Agencies. |
| **Working Week** | The standard working week applying to the post is to be confirmed at Job Offer stage.  HSE Circular 003-2009 “Matching Working Patterns to Service Needs (Extended Working Day / Week Arrangements); Framework for Implementation of Clause 30.4 of Towards 2016” applies. Under the terms of this circular, all new entrants and staff appointed to promotional posts from Dec 16th, 2008 will be required to work agreed roster / on call arrangements as advised by their line manager. Contracted hours of work are liable to change between the hours of 8am-8pm over seven days to meet the requirements for extended day services in accordance with the terms of the Framework Agreement (Implementation of Clause 30.4 of Towards 2016). |
| **Annual Leave** | The annual leave associated with the post will be confirmed at Contracting stage. |
| **Superannuation** | This is a pensionable position with the HSE. The successful candidate will upon appointment become a member of the appropriate pension scheme. Pension scheme membership will be notified within the contract of employment. Members of pre-existing pension schemes who transferred to the HSE on the 01st January 2005 pursuant to Section 60 of the Health Act 2004 are entitled to superannuation benefit terms under the HSE Scheme which are no less favourable to those which they were entitled to at 31st December 2004 |
| **Age** | The Public Service Superannuation (Age of Retirement) Act, 2018\* set 70 years as the compulsory retirement age for public servants.  ***\* Public Servants not affected by this legislation:***  Public servants joining the public service or re-joining the public service with a 26 week break in service, between 1 April 2004 and 31 December 2012 (new entrants) have no compulsory retirement age.  Public servants, joining the public service or re-joining the public service after a 26 week break, after 1 January 2013 are members of the Single Pension Scheme and have a compulsory retirement age of 70. |
| **Probation** | Every appointment of a person who is not already a permanent officer of the Health Service Executive or of a Local Authority shall be subject to a probationary period of 12 months as stipulated in the Department of Health Circular No.10/71. |
| **Protection of Children Guidance and Legislation** | The welfare and protection of children is the responsibility of all HSE staff. You must be aware of and understand your specific responsibilities under the Children First Act 2015, the Protections for Persons Reporting Child Abuse Act 1998 in accordance with Section 2, Children First National Guidance and other relevant child safeguarding legislation and policies.  Some staff have additional responsibilities such as Line Managers, Designated Officers and Mandated Persons. You should check if you are a Designated Officer and / or a Mandated Person and be familiar with the related roles and legal responsibilities.  For further information, guidance and resources please visit: [HSE Children First Webpage](https://www.hse.ie/eng/services/list/2/primarycare/childrenfirst/resources/). |
| **Mandated Person Children First Act 2015** | As a mandated person under the Children First Act 2015 you will have a legal obligation:   * To report child protection concerns at or above a defined threshold to TUSLA. * To assist Tusla, if requested, in assessing a concern which has been the subject of a mandated report.   You will remain a mandated person for the duration of your appointment to your current post or for the duration of your appointment to such other post as is included in the categories specified in the Ministerial Direction. You will receive full information on your responsibilities under the Act on appointment. |
| **Infection Control** | Have a working knowledge of Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc. and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role. |
| **Health & Safety** | It is the responsibility of line managers to ensure that the management of safety, health and welfare is successfully integrated into all activities undertaken within their area of responsibility, so far as is reasonably practicable. Line managers are named and roles and responsibilities detailed in the relevant Site Specific Safety Statement (SSSS).  Key responsibilities include:   * Developing a SSSS for the department/service[[1]](#footnote-1), as applicable, based on the identification of hazards and the assessment of risks, and reviewing/updating same on a regular basis (at least annually) and in the event of any significant change in the work activity or place of work. * Ensuring that Occupational Safety and Health (OSH) is integrated into day-to-day business, providing Systems Of Work (SOW) that are planned, organised, performed, maintained, and revised as appropriate, and ensuring that all safety related records are maintained and available for inspection. * Consulting and communicating with staff and safety representatives on OSH matters. * Ensuring a training needs assessment (TNA) is undertaken for employees, facilitating their attendance at statutory OSH training, and ensuring records are maintained for each employee. * Ensuring that all incidents occurring within the relevant department/service are appropriately managed and investigated in accordance with HSE procedures[[2]](#footnote-2). * Seeking advice from health and safety professionals through the National Health and Safety Function Helpdesk as appropriate. * Reviewing the health and safety performance of the ward/department/service and staff through, respectively, local audit and performance achievement meetings for example.   **Note**: Detailed roles and responsibilities of Line Managers are outlined in local SSSS. |

1. A template SSSS and guidelines are available on the National Health and Safety Function, here: <https://www.hse.ie/eng/staff/safetywellbeing/about%20us/>

   2 See link on health and safety web-pages to latest Incident Management Policy [↑](#footnote-ref-1)
2. [↑](#footnote-ref-2)